

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Sarah Arkin

Employing Office/Committee: Senator Menendez (currently SFRC)

Travel Expenses Paid by (List all sources): Woodrow Wilson Center

Travel Date(s): July 2, 2017 - July 8 2017

Description/Title of Attached Forms: amended post-travel disclosure of travel expenses.

Purpose of Amendment (describe the reason for amending original submission): WW Center

Advised ethics committee identified an error in total lodging costs (very belatedly) and is correcting now

4/10/19
(Date)

[Signature]
(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): 02 July 2017 to 08 July 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$1,797.90	\$1142	\$399.88	\$189.42
<input checked="" type="checkbox"/> Actual Amount	See additional chart for details	See additional chart for details	See additional chart for details	See additional chart for details

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input checked="" type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary.

4/16/19
(Date)

Sarah Arken
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/16/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other expenses
Final Costs				
Berlin, Germany	<p>\$1,797.90 total per person: \$1,608.17 for airfare in coach from Washington, DC to Berlin and from Brussels to Washington, DC; \$77.36 per person one-way coach airfare from Berlin to Paris; \$111.79 per person one-way coach trainfare from Paris to Brussels</p>	\$200 per person total for 1 night	\$71.33 total (2 days)	\$15.28 per person for round trip airport transfer
Paris, France		\$652 per person total for 2 nights (\$326 per night)	\$171.36 total (1.5 days)	\$84.93 per person for airport transfer to city center, full day of passenger van for travel to and from meeting sites, and transfer to train station from city center
Brussels, Belgium		\$290 per person total for 2 nights (\$145 per night)	\$157.19 total (2 days)	\$89.21 per person for train station transfer, airport transfer, and for 2 days of passenger van for travel to and from meeting sites